

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Information Technology Manager

Qualifications:

Education: Bachelor's degree in Computer Science, Data Processing, or related field.

Experience Required: Minimum of 5 years experience in administration of the computer information technology function, including maintenance of WAN/LAN hardware and software, operation and maintenance of PC and Apple computers, network security administration, and supervision of Information Technology Department staff. Experience with operations of mainframe/midrange hardware, software, related applications, and interfacing with PC network desired.

Special Skills, Knowledge, Abilities:

Communications Skills (oral, written, or business): Must be able to prepare and provide professional presentations and demonstrations of business processes, process flows and process automation plans.

Mathematical Skills: Perform routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Analytical Skills: Read and interpret complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Organizational Skills: Ability to plan strategically for acquisition and utilization of appropriate technology for district needs.

Must be familiar with various word processing and database/spreadsheet software programs.

Site: Center for Technology

Reports To: Superintendent of Designee

Job Goal (Purpose of Position): Responsible for the administration of Information Technology Department, systems, equipment and applications. Identify business processes, application needs and system requirements to design, improve and maintain efficient information processes and automated systems to support district activities.

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Responsible for the implementation and maintenance of both, Local Area Networks (LANs), Wide Area Networks (WANs), and other software communication systems throughout the district. Administer the MIS functions of planning, operations, and district support services.

Contact with Others: This position maintains regular contact with members of own staff, district and public. Interpersonal interaction or communication is critical.

Performance Expectations: Successful performance of the job requires good customer service/people skills to obtain information, resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other Board Policies. Creativity, initiative and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

Essential Job Functions (Performance Responsibilities):

1. Manage and oversee the maintenance and security of all Local Area Networks and Wide Area Networks throughout the district.
2. Assist in the installation and maintenance of software applications.
3. Assist with district-wide enforcement of "Acceptable Use" policies for staff and students.
4. Assist data processing staff in providing mainframe access to district personnel.
5. Assume primary responsibility for hardware and software purchasing from vendors, in accordance with board purchasing policies and procedures.
6. Prepare initial hardware and software requisitions for all new school sites, through coordination with building administrators.
7. Work with curriculum coordinators and Instructional Technology Supervisor for coordination of activities relating to planning, implementation, and maintenance of classroom technologies.
8. Work with district personnel to plan for technology purchases and network planning. Act as a resource to district personnel regarding technology purchases.
9. Perform other duties and tasks as assigned or deemed necessary.

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Supervision exercised: This position is responsible for performances of supervisory duties of all Information Technology Department staff.

Physical/Mental Requirements and Working Conditions:

Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before audiences, and must be able to occasionally lift boxes of computer paper to load printers.

Terms of Employment: 260 days per year

Salary: To be established by Board

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved
07-10-95
Revised 07-09-01